

## Processing a Family Status Change

If you experience a Qualifying Event, you may record your Family Status Change directly in the Benefit Enrollment System accessed through the ADP portal. Qualifying Events include the following:

Birth or Adoption  
Marriage, Divorce, Annulment, Legal Separation  
Employee or Dependent Gains or Loses Other Coverage  
Employee or Dependent Becomes or Is No Longer Eligible  
Death of Spouse or Child  
Change in Dependent Care Costs



To record an event, you will log into the ADP portal at <https://portal.adp.com>, and access the Benefit Enrollment System. Instructions are provided right on the site, but once there, you should follow these steps:

1. Press 'Continue' after the Welcome Page.
2. Click on the 'Family Status Change' link.
3. Select the appropriate event (e.g.; Birth).
4. Enter the correct effective date as indicated in the pop-up window message linked to the event.
5. Press 'Continue' and proceed with enrolling or disenrolling in benefits.

Each Family Status Change requires that you use the correct event effective date so that enrollment or disenrollment in benefits coverage is accurate. Some events allow for pre-dating of up to 7 days. For instance, you will be able to record a marriage event planned for up to 7 days in the future. Conversely, you will not be able to record events that took place more than 30 days in the past.



Once you complete your changes, you will have the opportunity to provide an email address to receive a Confirmation Number electronically, and you will be sent a Confirmation Statement to your home address. Additionally, you will be sent a request from the Dependent Verification Service Center requesting proof of your Qualifying Event which allows you to make a change in your benefits coverage. Failure to provide such proof will result in your Family Status Change being reversed.

If your Qualifying Event is not listed above or if you have difficulty recording your event, contact the Employee Benefits Division at 602-506-1010 (press 2 and then 2 again) for assistance.

